

Conference Services

Full-Service Conference Management Services

Specializing in the Government Sector

For more information on ordering from Federal Supply Schedule
click on the FSS Schedules button at fss.gsa.gov

GSA CATALOG & PRICE LIST

Contract #: GS-07F-403AA

Multiple Award Schedule (MAS)

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order is available through a menu-driven
database system, *GSA Advantage!*™ (<http://www.gsaadvantage.gov>).

Schedule Title: Multiple Award Schedule (MAS)

Federal Supply

Group: Professional Services

FSC Class: R708

Contract Number: GS-07F-403AA

Contract Period: May 6, 2017 – May 5, 2022

Contractor: Direct Marketing Productions, Inc.

DBA (Doing Business As): Technology Forums

Phone: (703) 740-1966

Fax: (813) 928-1527

www.eventPower.com;

www.TechnologyForums.com or www.GovernmentMeetings.com

Physical Address:

4304 Beach Park Drive

Tampa, FL 33609

Contract

Administrator: Frank Powell, President

Linda Roberson, Contract Manager

Business Size: Small Business

Price list current as of Modification # PS-A812 effective February 4, 2020

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description
561920	Conference, Meeting, Event and Trade Show Planning Services
541810ODC	Conference, Meeting, Event and Trade Show Planning Services
OLM	Order-Level Materials (OLM)

1b. Lowest price for each SIN: See table below.

1c. Hourly Rates: See table below.

2. Maximum Order: \$1,000,000*

3. Minimum Order: \$100

4. Geographic Coverage: Domestic Only; 50 States, DC, Territories

5. Point of Production: Tampa, FL 33609

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discounts: None

8. Prompt Payment Terms: 2% 20 Days, Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted for all orders under the micro-purchase threshold.

9b. Notification that Government purchase cards are accepted above the micro-purchase threshold "Will Accept".

10. Foreign Items: Not applicable

11a. Time of Delivery: As specified on task order

11b. Expedited Delivery: Contact contractor for expedited delivery rates

11c. Overnight/2-Day Delivery: Contact contractor for overnight and two day delivery options

11d. Urgent Requirements: Contact contractor for urgent requirements.

12. FOB Point: Destination
- 13a. Ordering Address: Direct Marketing Productions, Inc.
DBA (Doing Business As): Technology Forums
Phone: (703) 740-1966
Fax: (813) 928-1527
www.eventPower.com ;
www.TechnologyForums.com or www.GovernmentMeetings.com

Mailing and Physical Address:
4304 Beach Park Drive
Tampa, FL 33609
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405.3.
14. Payment Address: Direct Marketing Productions, Inc.
DBA (Doing Business As): Technology Forums
5667 Stone Rd. Suite 575
Centreville VA 20120

Phone: (703) 740-1966
Fax: (813) 928-1527
www.eventPower.com
www.TechnologyForums.com or www.GovernmentMeetings.com
15. Warranty Provisions: Technology Forums warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions of any other services: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable

- 24a. Special Attributes such as Environmental Attributes: Not applicable
- 24b. Section 508 Compliance for EIT: Not applicable
25. DUNS: 02-063-0617
26. Direct Marketing Productions, Inc. (DBA Technology Forums) is registered in System for Award Management (SAM) database.

GS-07F-403AA Price List (Labor Hourly Rates)

SIN(s)	Service (e.g. Job Title/Task)	Unit of Issue	GSA Price (Including IFF)
561920	Conference Coordinator/Meeting Planner	Hour	\$77.58
561920	Promotions/Meeting Planner	Hour	\$77.58
561920	Website Developer/Meeting Planner	Hour	\$77.58
561920	Logistics/Meeting Planner	Hour	\$77.58
561920	Registration/Meeting Planner	Hour	\$77.58

Labor Category Descriptions

Conference Coordinator/Meeting Planner

- Responsible to client for on-site logistics, budget management, and project plan development and management.
- Demonstrates attention to detail, strong work ethic, positive attitude, and a willingness to do what it takes to exceed client expectations.
- Has a positive attitude, excellent verbal and written communication skills, the ability to prioritize multiple tasks, and exceptional customer service skills.
- Possesses a Bachelor's Degree and/or is a CMP with 5-10 years event planning and management experience.

Promotions/Meeting Planner

- Is a highly experienced professional responsible for providing attendee promotions to encourage attendance for client's event.
- Has a positive attitude, excellent verbal and written communication skills, the ability to prioritize multiple tasks, and exceptional customer service skills.
- Possesses a Bachelor's Degree and/or is a CMP with 5-10 years event planning and management experience.

Website Developer/Meeting Planner

- Is a highly experienced professional responsible for providing event website planning and design for clients.
- Demonstrates exception professionalism, customer service, control and confidence, and the ability to communicate effectively at all levels of the organization.
- Possesses a Bachelor's Degree or has 3+ years information technology or graphics design and management experience.

Logistics/Meeting Planner

- Supports client in design, setup/tear down, and management of an event's exhibit hall.
- Represents the interest of all exhibitors (government or industry) to ensure that their exhibit, sponsorship, or advertising dollars/resources/time spent on an event provides them with maximum opportunity for return on investment.
- Coordinates with conference decorator and client on CAD design of floor plan and manages layout on event web site.
- Has a positive attitude, excellent verbal and written communication skills, the ability to prioritize multiple tasks, and exceptional customer service skills.
- Possesses a Bachelor's Degree and/or is a CMP with 5-10 years event planning and management experience.

Registration/Meeting Planner

- Is a highly experienced professional responsible for providing event registration planning and design to clients.
- Designs, develops, and manages registration databases.
- Works with clients to develop registration process, badge design, and information use/security.
- Demonstrates exception professionalism, customer service, control and confidence, and the ability to communicate effectively at all levels of the organization.
- Possesses a Bachelor's Degree or has 5-10 years information technology and/or event registration experience.

Other Direct Costs:

Awarded Other Direct Costs for Marketing and Public Relations Services for SIN 541810ODC are comprised of the description below and are directly applicable to services provided. Agency orders may alter the type, quality, and timing of each component and this result in a lower/higher price for specific requirements. The Contractor is advised that based on the specific task identified at the task order level, Clause 552.238-75, Price Reductions may be used to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded ODC s as specified below with a modification to this contract.

GS-07F-403AA Price List (Other Direct Costs)

SIN(s)	Service (e.g. Job Title/Task)	GSA Price (Including IFF)
541810ODC	Audio Visual Projector	\$548.47
541810ODC	Audio Visual Screen	\$164.46
541810ODC	Audio Visual Wireless Microphone	\$109.38
541810ODC	Web Hosting - Minimum Up To 200 People	\$1,371.57
541810ODC	Web Hosting - Maximum Up To 500 People	\$1,975.12
541810ODC	Conference Registration (Badges/Badge Printer Rental) - Minimum Up To 200 People	\$1,371.57
541810ODC	Conference Registration (Badges/Badge Printer Rental) - Maximum Up To 500 People	\$2,688.06
541810ODC	Directional Signs - Minimum 10 Signs @	\$54.30
541810ODC	Directional Signs - Maximum 15 Signs @	\$90.49
541810ODC	Conference Program Guide Design	\$877.40
541810ODC	Conference Program Guide Printing - Minimum Up To 200 People	\$1,755.58
541810ODC	Conference Program Guide Printing - Maximum Up To 500 People	\$5,047.19
541810ODC	Conference Breakfast, Morning Break, or Afternoon Break Food - Minimum	\$438.30
541810ODC	Conference Breakfast, Morning Break, or Afternoon Break Food - Maximum	\$3,950.25

